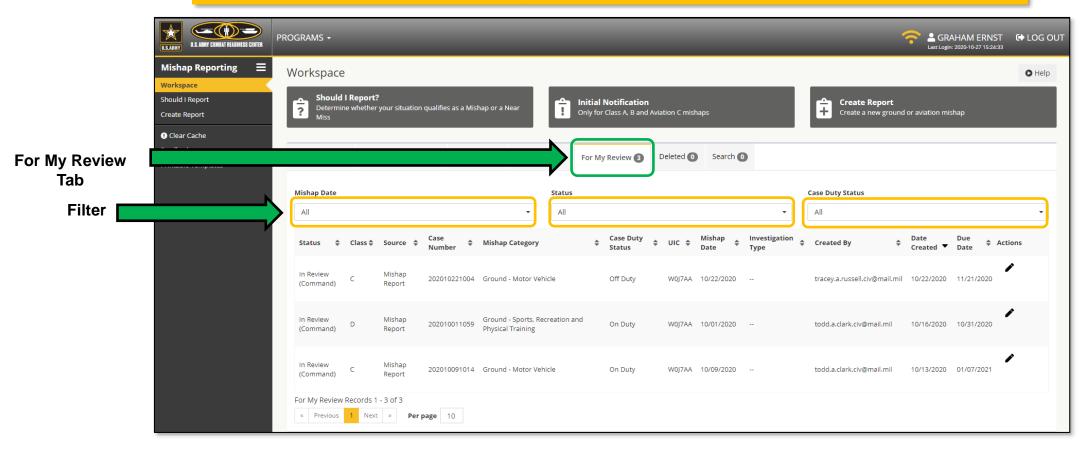


Army Safety Management Information System (ASMIS) 2.0



For My Review Workspace



- Displays reports ready for your review and action via the 🎤 icon.
- Can't find the report, check the filters. Be sure to adjust as necessary (see yellow boxes above).
- Click on the action icon to conduct the review.



USACRC



US ARMY COMBAT READINESS CENTER READINESS THROUGH SAFETY

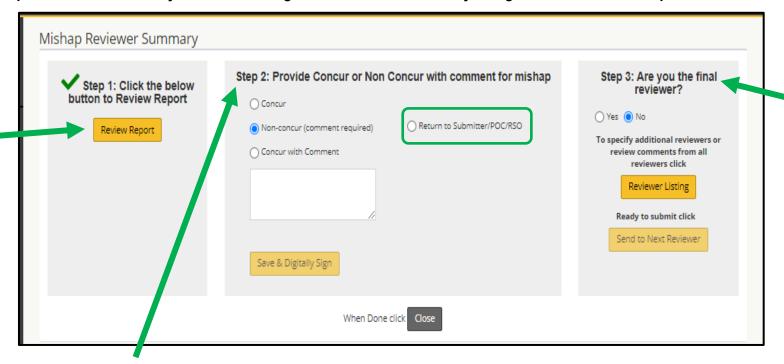
Army Safety Management Information System (ASMIS) 2.0



Reviewer Summary

Once you click on the pencil from the "For My Review" tab or go to the reviewer summary using the email link it will open the reviewer summary.

First, click on review the report. The reviewer can go through the entire report tab by tab and add comments or open the pdf and review the report from there. Once complete, use the Return to Reviewer Summary button located at upper right side of the page to return to the Reviewer Summary.



Use Step 2 to concur, concur with comment, or non-concur with comment. If the reviewer non concurs, they must state the reason in the comment box and they can then send the report back for correction by click the return radio button. An email notification will be sent to the individuals the report is sent back to for their action or response and can then be resubmitted. If the report is not sent back, the reviewer will save and digitally sign the report and complete step 3.

For step three, which should be based on command policy and procedures, the reviewer can submit to another reviewer by selecting "no" to "Are you the final reviewer?" and then clicking on the listing to add another reviewer and following the prompts.

If they select "yes" to the final reviewer question and hit submit, the report is sent to the USACRC and will change to a final status.



USACRC



Reviewers &

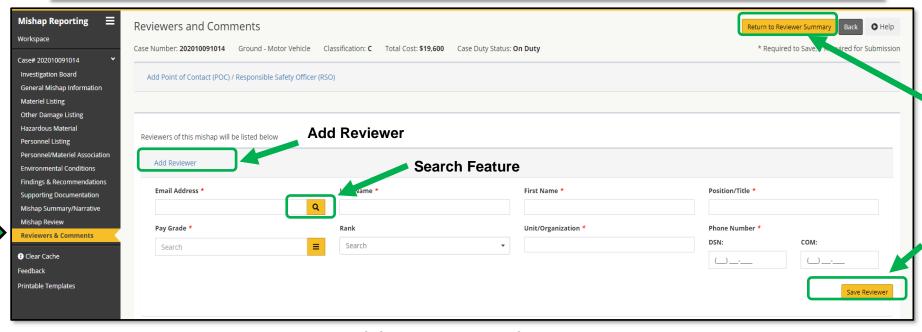
Comments

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Add a Reviewer



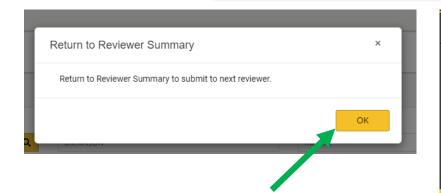
Only visible when a reviewer is in the review process. Displays on each page and can be used to return to reviewer summary.

Must save. If adding first reviewer a Submit for Review button will display below the save reviewer button.

- 1. To view or add a reviewer, go to the Reviewer & Comments section of the report.
- 2. Reviewers can only be added by the report creator, POC, RSO, or a person that has already reviewed the report. If the report is ready for review, the Add Reviewer link will display below the POC/RSO grid.
- 3. If the Add Reviewer link does not display, check the "Mishap Review" tab and ensure nothing is red (see the next slide). Also ensure that the POC and RSO have already been added to the report.
- 4. To add a reviewer, you MUST use the search feature to add them to the report. Be sure to complete any additional required fields.
- 5. Once a reviewer is added to the report, the status will change to a review status. No edits to the report can be accomplished unless the reviewer sends it back to the submitter, POC/RSO or if the reviewer approves a recall from the submitter, POC or RSO.
- 6. The reviewer will receive and email notifying them that a report is ready for review. They can use the link in the email to access the report or go to the "For My Review" tab.



Complete the Review – Adding Another Reviewer



1. After you save reviewer, click ok.

